



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF CLINICAL SOCIAL WORK EXAMINERS**

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PUBLIC MEETING MINUTES:	<b>BOARD OF CLINICAL SOCIAL WORK EXAMINERS</b>
MEETING DATE AND TIME:	<b>Monday, February 20, 2017 at 9:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	March 20, 2017

**MEMBERS PRESENT**

John Mucha, Professional Member, **President**, Presiding  
Kyla Gleockler, Public Member **Vice President**  
Dajoun Sewell, Public Member, **Secretary**  
Rochelle Mason, Professional Member  
Linda Brittingham, Professional Member  
Daphne Warner, Professional Member, (entered at 9:25 a.m.)

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Eileen Kelly, Deputy Attorney General  
Lisa Smith, Administrative Specialist II

**MEMBERS ABSENT**

None

**ALSO PRESENT**

Kelly Golson, Delaware State University

**CALL TO ORDER**

Mr. Mucha called the meeting to order at 9:09 a.m. Mr. Mucha stated that he left an article beside the sign in sheet on the table for circulation since he became aware that people were unsure of what the Board is about. Mr. Mucha requested that a member of the Board compose a similar document to be available to Delaware licensees. Mr. Mucha requested that the Board discuss tentatively identifying the scheduling of off-site public meetings in New Castle and Sussex County. Mr. Mucha stated that a motion needs to be made to amend the agenda to discuss scheduling off-site meetings after the Public Comment section on the agenda. Ms. Mason made a motion, seconded by Ms. Warner, to amend the agenda to discuss the Board meeting schedule. By unanimous vote, the motion carried.

## **REVIEW AND APPROVAL OF MINUTES**

Ms. Kelly stated that there was a section of the February 20, 2017 agenda which incorrectly states that it was a Special Meeting, which most likely occurred due to a technical error in recreating the February agenda from a previous agenda. Mr. Mucha explained to the Board that they have been reviewed and released by the Sunset Committee. The Board reviewed the January 23, 2017 minutes for approval. The Board noted typo errors on pages 1 and 2 of the minutes. Ms. Gleockler made a motion, seconded by Ms. Warner, to approve the January minutes as amended. By unanimous vote, the motion carried.

## **UNFINISHED BUSINESS**

Mr. Mucha and Ms. Kelly provided a brief update to the Board explaining that this Board was released from Sunset Review in late January 2017. Ms. Kelly explained to the Board that she made some adjustments to the draft bill, which was submitted to the Sunset Review Board prior to their decision to release the Social Work Board from their review.

### **Review of Tabled Application For Teresa Kennedy, Reciprocity**

The Board reviewed the tabled application and additional documentation for Teresa Kennedy. Ms. Brittingham made a motion to accept the completed Board supervision form documenting the completed clinical and 1:1 hours submitted by Ms. Kennedy. The motion was seconded by Ms. Gleockler. By unanimous vote, the motion carried.

### **Review of Professional Development Plan for Michelle Ropeter, Case #31-07-13**

The Board reviewed and discussed the professional development plan for Michelle Ropeter, Case #31-07-13. Upon review, the Board determined that the plan submitted by Ms. Ropeter did not meet the Board's requirements. Mr. Mucha made a motion, seconded by Ms. Warner, to have a letter drafted and sent to Ms. Ropeter explaining the requirements needed for the professional development plan.

### **Re-Review of ASWB Accommodation Request for Joshua Helman**

The Board reviewed the ASWB Accommodation Request for Joshua Helman again as their previous approval was for the incorrect amount of additional time needed to take the clinical exam. Ms. Mason made a motion, seconded by Ms. Warner, to approve Mr. Helman for two additional hours to sit for the ASWB Clinical exam. By unanimous vote, the motion carried.

## **NEW BUSINESS**

### **Ratification of Application(s) to Sit for ASWB Clinical Exam**

Ms. Mason moved, seconded by Ms. Sewell to ratify the below applications to sit for the ASWB Clinical Exam. By unanimous vote, the motion carried.

Caitlin Fitzpatrick  
Danielle Lopez

### **Ratification of Application(s) for Licensure by Reciprocity**

Ms. Mason moved, seconded by Ms. Sewell to ratify the below applications for licensure by reciprocity. By unanimous vote, the motion carried.

Adriane Chilcoate  
Lakesha Israel

### Review of Inactive License Requests

Ms. Mason moved, seconded by Ms. Brittingham to approve the below licensees for Inactive Status. By unanimous vote, the motion carried.

Patricia McCarthy	Suzanne Deane
Joyce James	Stephanie Stellini-Turner
Ferlin Charles	Stacey Doney
William Maloney	Mona Volante

### Status of Complaints

#### Complaint #31-02-16, Gail Levinson – Schedule a Hearing

Ms. Kelly explained the process for scheduling a hearing date for Gail Levinson, Complaint #31-02-16. Ms. Mason made a motion, seconded by Ms. Brittingham, to offer hearing dates at the March, April or May 2017 scheduled Board meetings. By unanimous vote, the motion carried.

### **CORRESPONDENCE**

There was no correspondence for the Board to review or discuss.

### **OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

Ms. Kelly explained to the Board that it would be beneficial for the Board members to have copies of their current Rules and Regulations. Ms. Mason requested that they be uploaded to e-Boards for easier access. The Board admin will be sure to have the current rules and regulations loaded to e-Boards for all future meetings.

Mr. Mucha requested that the July 17, 2017 meeting be moved to July 24, 2017. The Board members also discussed changing the Monday morning meetings to another day of the week. Ms. Mason made a motion, seconded by Ms. Warner, to change the July 17 meeting to July 24. By unanimous vote, the motion carried.

The Board members discussed the possibility of securing a facility to conduct “off-site” Board meetings in New Castle and Sussex counties. Mr. Mucha made a motion, seconded by Ms. Sewell, to designate May /June as the possible meeting date to be held in New Castle County and September/October as the possible meeting date to be held in Sussex County. By unanimous vote, the motion carried.

### **PUBLIC COMMENT**

There was no public comment.

### **NEXT MEETING**

The next meeting is scheduled for April 17, 2017 at 9:00 a.m. in Conference Room A.

**ADJOURNMENT**

Ms. Brittingham moved, seconded by Ms. Mason to adjourn the meeting. There being no further business before the Board, the meeting adjourned at 10:33 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Smith". The signature is written in a cursive, flowing style.

Lisa Smith, Administrative Specialist II  
Delaware Board of Clinical Social Work Examiners

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*